

10 July 1957

MEMORANDUM FOR: Assistant Director for Research and Reports

**SUBJECT: Problems in Production and Processing of
NIS Sections**

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1. I have looked into the problems mentioned in [REDACTED] memorandum of 12 June 1957 relative to the production and processing of NIS sections, and I certainly share your concern over the time lag in publication of NIS contributions. I have been giving close attention to this matter for some time now, and have already taken steps which will result in some reduction in processing time in OBI. However, some positive corrective measures by ORR, as well as other NIS contributors, will be necessary before review and publication processing time can be reduced to acceptable levels.

2. I have recast your 12 June list of ERA contributions to point up certain matters. You will note that the recorded dates of receipt in OBI differ from those shown in your list on four sections. These four sections were incomplete when first submitted in terms of missing graphics, tables, or other items, and under NIS policy they were not recorded in OBI until they were complete. Specifically, incomplete Section 26 (60) was delivered to OBI in February 1956, and the missing materials were not provided by ERA until May 1956; incomplete Section 13A (64) delivered in February 1956 and completed April 1956; incomplete Section 26 (64) delivered March 1956 and completed April 1956, and incomplete Section 22 (65) delivered January 1956 and completed April 1956. The time span in OBI processing shown in your list with respect to these four sections is, therefore, inaccurate to the extent indicated.

3. Of the twenty sections which you list, fourteen sections, or approximately 75% of the ERA numerical production commitment for FY 1956, were submitted during the last quarter of that year. Seven of them were scheduled for that quarter, but seven were sections which

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Approved For Release 2000/08/29 : CIA-RDP78-05597A000200020035-5
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were overdue from earlier months. For FY 1957, ERA met only 50% of its production commitment for the first three quarters, and 65% of its commitment for the year remained outstanding at the beginning of the final quarter. Other contributors defected from schedule in a similar manner with the result that 249 sections, or more than 50% of the 494 sections submitted to OBI in 1957, came in during the final quarter of the year. While ERA had no responsibility for these other deficiencies, I mention this over-all production situation in order to bring out the cumulative effect on OBI of such deficiencies by ERA and other contributors.

4. As you are aware, this Office is staffed to handle a relatively even flow of NIS materials throughout the year, and the NIS production schedules provide for this. When the contributors fail to meet their production commitments on scheduled dates throughout much of the year, it creates a backlog of serious proportions in OBI as indicated by the above actual production record. Many months, and a heavy overtime schedule are required to bring the workload back to a level at which contributions can be processed within a reasonable time span. During that period serious delays in the review and publication of many of the contributions are unavoidable. Unless the NIS contributors take the necessary steps to assure submission of their NIS materials in close conformity to schedule these delays will continue. The only alternative would be to augment the OBI staff to the peak load requirement level, which would be most uneconomical and extremely poor management practice. The solution to this part of the problem rests, therefore, squarely with the NIS contributors.

5. A further factor contributing to excessive over-all processing time of NIS materials is contributors' delays in correcting or revising manuscripts and graphics following the initial OBI review. For example, Sections 13A (60) and 22 (60) have been in suspense awaiting ERA action since July 1956, while 22 (64) has been in suspense since May 1956 -- over a year. Section 18 (60) was also in suspense for a year before ERA completed its action and returned it in March 1957. Most sections

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returned for reworking to eliminate substantive errors or inconsistencies are in suspense status for at least two to three months before the contributor returns corrected drafts. A first step in cutting down the overall processing time for sections requiring corrections or revisions is for contributors to assure that the necessary changes are made promptly, and that corrected drafts are returned to OBI with the least possible delay. If this is done it is believed that the revised material can be returned to OBI in a matter of weeks in the majority of cases, rather than months as has been the practice. However, in our view, the root of this trouble in ERA will be found in the inadequacy of the review of the materials prior to submission to OBI. Our experience with ERA contributions leads us to believe that very little reworking of contributions would be necessary if the ERA review were raised to a degree which assured detailed accuracy and substantive adequacy.

6. It has been our experience in the NIS Program that the contributor deficiencies which I have outlined are the primary cause of our processing difficulties, rather than any lack of capabilities in either OBI, or the contributing agencies. The contributors have been producing at the prescribed rate of 8 equivalent NIS per year (approximately 500 sections) for the past five years. Similarly, OBI has processed and published NIS sections at approximately the same rate. This indicates clearly that the capabilities are equal to the task imposed by the production schedule. The essential need is for contributors to utilize their demonstrated capabilities in an even, and consistent production effort throughout the entire year.

7. Your cooperation in working out a solution to this problem along the lines indicated will be greatly appreciated, and a further informal discussion of this matter at your convenience might prove mutually beneficial.

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**Assistant Director
Basic Intelligence**

Enclosure:

**ERA Submission of
NIS Material dated 10 July 1957**

Distribution:

Orig and 2 - addressee

1 - NIS Prog (Gen)

1 - Spec Studies

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DAD/BI:

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ERA Submission of NIS Material

	<u>Date due in OBI</u>	<u>Date rec'd in OBI</u>	<u>In Suspense awaiting Contributor Action</u>		<u>Current Status</u>	<u>Remarks submitted</u>
			<u>Suspense Date</u>	<u>Action Complete</u>		
26(60)M*	Dec 55	May 56			Published Oct 56	incomplete Feb 56
13A(60)*	Dec 55	May 56	July 56		in suspense	due Mar 57
22(60)*	Apr 56	May 56	July 56		in suspense	due Apr 57
18(60)	Apr 55	Jan 56	Mar 56	Mar 57	in Pub process	
22(61)*	Jan 56	June 56	Nov 56	Dec 56	published May 57	
20(61)	Apr 55	Aug 55			published May 56	
13A(61)	Feb 56	June 56			published Aug 56	
26(62)M	Aug 55	Mar 56	1. May 56 2. Oct 56	1. Sep 56 2. Feb 57	At printer	
13A(62)*	Oct 55	Apr 56			published Oct 56	
19(62)*	Apr 56	Apr 56			published Nov 56	
39A(63)M*	June 56	June 56			At printer	
19(63)*	May 56	May 56	Jan 57	Feb 57	At printer	submitted
13A(64)*	Dec 55	Apr 56	Dec 56	Feb 57	At printer	incomplete Feb 56
26(64)M *	Mar 56	Apr 56	Nov 56	Dec 56	At printer	submitted incomplete Mar 56
22(64)	Jan 56	Feb 56	May 56		in suspense	due Mar 57
39A(64)M*	Apr 56	Apr 56			in Pub process	
19(64) *	May 56	May 56	May 57		in suspense	due Oct 57
13A(65)	Jan 55	June 55			published June 56	
22(65) *	Jan 56	Apr 56			published Aug 56	submitted incomplete Jan 56
19 (65) *	Apr 56	May 56			at printer	

* Received complete in OBI during period April-June 1956.

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